



SACHI A. HAMAI
Interim Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
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August 04, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

19 August 4, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

**LEASE AMENDMENT
DEPARTMENT OF COMMUNITY AND SENIOR SERVICES
2501 WEST BURBANK BOULEVARD, BURBANK
(FIFTH DISTRICT)
(3 VOTES)**

SUBJECT

A seven-year lease amendment for 5,702 square feet of office space and 20 on-site parking spaces for the Department of Community and Senior Services to provide continued use of the existing facility.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed lease amendment is categorically exempt from the provisions of the California Environmental Quality Act pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board of Supervisors, per Section 15301 of the State of California Environmental Quality Act Guidelines (Existing Facilities).
2. Approve and instruct the Mayor to sign the seven-year amendment to the lease agreement with Burbank Commercial Properties (Lessor) for the Department of Community and Senior Services to continue occupancy of 5,702 square feet of office space and 20 on-site parking spaces at 2501 West Burbank Boulevard, Burbank, at an annual rental cost of \$123,163. The program is approximately 95 percent funded by State and federal funding and 5 percent net County cost.
3. Authorize the Interim Chief Executive Officer and the Director of Community and Senior Services to implement the project. The lease amendment will be effective upon approval by the Board of Supervisors.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department of Community and Senior Services (DCSS) has occupied 5,702 square feet of office space at the subject facility since March 2000, and is currently operating on a month-to-month holdover basis. The facility houses approximately 30 staff for the Adult Protective Services (APS) programs for three separate district offices. This is a State-mandated crisis intervention program that performs the prompt investigation involving elders, as well as dependent adults 18 years of age and over, who are reported to be endangered by abuse, neglect, exploitation, self-neglect, or unsafe and/or hazardous living conditions. APS is a direct service program whereby social workers make home calls on a regular basis within the service area. The service areas are the East San Fernando Valley and West San Gabriel Valley regions.

Additionally, the APS Region I Administrator and clerical staff are housed at this location, as well as Social Worker training for the program.

Parking is provided at the facility with additional unmetered parking available nearby. The facility is in proximity to local public transportation routes.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan Goal of Integrated Services Delivery (Goal 3) directs that we maximize opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services. The proposed lease amendment supports this goal by providing an office in or near the community it serves to increase effectiveness, enhance customer service, and provide responsive services to the public. The lease amendment is in conformance with the Asset Management Principles as outlined in Attachment A.

FISCAL IMPACT/FINANCING

The proposed lease amendment will provide DCSS uninterrupted use of 5,702 square feet of office space and 20 on-site parking spaces at a monthly rent of \$10,264 per month, or \$123,163 annually, which amounts to \$862,141 for the term of the lease. The ownership will engage in some minor improvements to the interior of the suite, and the building recently underwent a remodel of the common area restrooms. Attachment B is an overview of the changes in the lease.

This is a full-service gross lease whereby the Lessor is responsible for all operating costs associated with the County's occupancy. The rental rate of \$1.80/\$21.60 per square foot per month/year will be fixed for the term of the lease. Parking is included in the rental rate.

Sufficient funding for the proposed lease costs is included in the Fiscal Year (FY) 2015-16 Rent Expense budget and will be billed back to DCSS. DCSS has sufficient funding in its FY 2015-16 operating budget to cover the projected lease costs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed lease amendment will provide continued use of 5,702 square feet of office space and 20 on-site parking spaces, and contains the following provisions:

- Commencement of new rent, and a seven-year term upon approval by the Board of Supervisors.
- A full-service gross basis with the Lessor responsible for all operational and maintenance costs.
- A cancellation provision allowing the County to cancel any time after four years of the extended lease term with 120 days prior written notice.

The Chief Executive Office (CEO) Real Estate Division staff conducted a survey within the search area to determine the availability of comparable and more economical sites. Staff was unable to identify any sites in the surveyed area that could accommodate this requirement more economically, nor are there any County-owned or leased facilities available for this program. Based upon said survey, staff has established that the rental range for similar space is between \$17.40 and \$34 per square foot per year on a full- service gross basis. Thus, the base annual rent of \$21.60 per square foot per year full-service, including parking, for the proposed lease amendment represents a rate within the market range for the area. Attachment C shows County-owned or leased facilities in the proximity of the service area and there are no suitable County-owned or leased facilities available for the program.

The proposed lease amendment will provide a central and appropriate location, which is consistent with the County's Facility Location Policy adopted by the Board of Supervisors on July 24, 2012, as outlined in Attachment D.

The Department of Public Works has inspected this facility and found it suitable for the County's occupancy. Notification letters have been sent pursuant to Government Code Sections 25351 and 65402. A child care center is not feasible for the department in the proposed lease premises.

ENVIRONMENTAL DOCUMENTATION

The CEO has concluded that this project is exempt from the California Environmental Quality Act (CEQA) as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board of Supervisors, and Section 15301 of the State CEQA Guidelines (Existing Facilities).

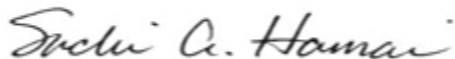
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed lease amendment will adequately provide the necessary office space for this County requirement. DCSS concurs with the proposed recommendation.

CONCLUSION

It is requested that the Executive Office, Board of Supervisors, return four originals of the executed lease amendment, two certified copies of the Minute Order, and the adopted, stamped Board letter to the CEO, Real Estate Division at 222 South Hill Street, 4th Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sachin A. Hamai".

SACHI A. HAMAI
Interim Chief Executive Officer

SAH:CMM:TS
NCH:gw

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Community and Senior Services

DEPARTMENT OF COMMUNITY AND SENIOR SERVICES
2501 WEST BURBANK BOULEVARD, BURBANK
Asset Management Principles Compliance Form¹

1.	<u>Occupancy</u>	Yes	No	N/A
A	Does lease consolidate administrative functions? ²			X
B	Does lease co-locate with other functions to better serve clients? ²		X	
C	Does this lease centralize business support functions? ²			X
D	Does this lease meet the guideline of 200 sq. ft of space per person? ² Ratio is approximately 180 square feet per person. Primarily field based program.		X	
E	Does lease meet the 4/1000 sq. ft. parking ratio guideline? ² 20	X		
F	Does public parking and mass-transit exist to facilitate employee, client and visitor access to the proposed lease location? ²	X		
2.	<u>Capital</u>			
A	Is it a substantial net County cost (NCC) program?		X	
B	Is this a long term County program?	X		
C	If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy?		X	
D	If no, are there any suitable County-owned facilities available?		X	
E	If yes, why is lease being recommended over occupancy in County-owned space?			X
F	Is Building Description Report attached as Attachment C?	X		
G	Was build-to-suit or capital project considered? The County already occupies the facility and a capital project was not considered.		X	
3.	<u>Portfolio Management</u>			
A	Did department utilize CEO Space Request Evaluation (SRE)?	X		
B	Was the space need justified?	X		
C	If a renewal lease, was co-location with other County departments considered?		X	
D	Why was this program not co-located?			X
	1. ____ The program clientele requires a "stand alone" facility.			
	2. ____ No suitable County occupied properties in project area.			
	3. ____ No County-owned facilities available for the project.			
	4. ____ Could not get City clearance or approval.			
	5. <u>X</u> The Program is being co-located.			
E	Is lease a full service lease? ²	X		
F	Has growth projection been considered in space request?	X		
G	Has the Dept. of Public Works completed seismic review/approval?	X		
¹ As approved by the Board of Supervisors 11/17/98				
² If not, why not?				

FISCAL IMPACT / FINANCING OVERVIEW OF LEASE CHANGES

2501 W. Burbank Blvd., Burbank	Existing Lease/ Amendment No. 2	Proposed Lease/ Amendment No. 3	Change
Area (square feet)	5,702	5,702	None
Term	(07/20/2010-07/21/2015) currently on month-to-month holdover	Seven years upon Board adoption	+7 years
Annual Rent	\$102,636 (\$18/sq.ft.)	\$123,163 (\$21.60/sq.ft.)	+\$20,527* (+\$3.60/sq.ft.)
Tenant Improvement (TI) Allowance	\$28,510 (\$5/sq.ft.)	None	None
Cancellation	County after 3 years with 120 days notice	County after 4 years with 120 days notice	+1 year
Parking (included)	20 spaces	20 spaces	None
Option to Renew	None	None	None
Rental Adjustment	None	None	None

* Lease comprised of 5,702 square feet of office space at new rate of \$1.80/sq.ft. monthly.

DEPARTMENT OF COMMUNITY AND SENIOR SERVICES

SPACE SEARCH – EAST SAN FERNANDO VALLEY AND WEST SAN GABRIEL VALLEY

Laco	Name	Address	Gross SQFT	Net SQFT	Ownership	VACANT SQFT
3186	CAMP HOLTON-ADMINISTRATION BUILDING	12653 N LITTLE TUJUNGA CYN RD, SAN FERNANDO	4,048	2,430	GRATIS	NONE
A477	ASSESSOR-NORTH DISTRICT OFFICE	13800 BALBOA BLVD, SYLMAR 91342	37,000	33,300	LEASED	NONE
0427	OLIVE VIEW-FINANCE BUILDING	14445 OLIVE VIEW DR, SYLMAR 91342	12,925	11,633	OWNED	NONE
2147	OLIVE VIEW-COTTAGE #1	14445 OLIVE VIEW DR, SYLMAR 91342	6,510	3,825	OWNED	NONE
2148	OLIVE VIEW-COTTAGE #3	14445 OLIVE VIEW DR, SYLMAR 91342	6,000	3,626	OWNED	NONE
2261	OLIVE VIEW-DOCTORS' OFFICE BUILDING	14445 OLIVE VIEW DR, SYLMAR 91342	5,165	2,782	OWNED	NONE
4226	OLIVE VIEW-MECHANICAL OFFICE	14445 OLIVE VIEW DR, SYLMAR 91342	4,607	3,084	OWNED	NONE
T528	OLIVE VIEW-HOSPITAL TRAILER #1	14445 OLIVE VIEW DR, SYLMAR 91342	7,920	6,650	OWNED	NONE
T535	OLIVE VIEW-HOSPITAL TRAILER #2	14445 OLIVE VIEW DR, SYLMAR 91342	12,000	9,650	OWNED	NONE
X254	OLIVE VIEW-NORTH ANNEX BUILDING	14445 OLIVE VIEW DR, SYLMAR 91342	7,920	7,128	OWNED	NONE
Y297	SYLMAR JUV CRTHSE/B J NIDORF ADMIN BLDG-1	16350 FILBERT ST, SYLMAR 91342	36,692	32,008	OWNED	NONE
Y651	BARRY J NIDORF JUV HALL-N AREA SCHOOL OFFIC-4	16350 FILBERT ST, SYLMAR 91342	5,158	4,402	OWNED	NONE
0246	DHS-SAN FERNANDO HEALTH CENTER	1212 PICO ST, SAN FERNANDO 91340	22,144	8,493	OWNED	NONE
A523	PUBLIC LIBRARY-SAN FERNANDO LIBRARY	217 N MACLAY AVE, SAN FERNANDO 91340	8,601	6,881	LEASED	NONE
A386	ALT PUBLIC DEFENDER-SAN FERNANDO OFFICE	303 N MACLAY AVE, SAN FERNANDO 91340	3,040	3,040	LEASED	NONE
Y481	SAN FERNANDO COURTHOUSE	900 3RD ST, SAN FERNANDO 91340	203,225	132,127	FINANCED	NONE
5858	PH-PACOIMA PUBLIC HEALTH CENTER	13300 VAN NUYS BLVD, PACOIMA 91331	5,404	3,098	OWNED	NONE
A239	PROBATION(AB-109)SAN FERNANDO REG OFFICE	13557 VAN NUYS BLVD, PACOIMA 91331	12,189	11,580	LEASED	NONE
X368	PH-SUN VALLEY HEALTH CENTER	7223 N FAIR AVE, SUN VALLEY 91352	10,659	10,245	JPA	NONE
A641	DPSS - GROW OFFICE	9188 GLENOAKS BLVD, SUN VALLEY 91352	24,780	23,541	LEASED	NONE
B356	PH-ENVIRONMENTAL HLTH OFFICE	14500 ROSCOE BLVD, PANORAMA CITY 91402	11,668	11,085	LEASED	NONE
D310	DPSS-EAST VALLEY WS DISTRICT OFFICE	14545 LANARK ST, PANORAMA CITY 91402	96,360	39,588	OWNED	NONE
E111	CSS AND PROBATION-JUVENILE DAY REPORTING CTR	6640 VAN NUYS BLVD, VAN NUYS 91405	5,812	5,522	LEASED	NONE
A383	PH-SAN FERNANDO DISTRICT ENVIRONMENTAL HLTH	6851 LENNOX AVE, VAN NUYS 91405	7,537	7,160	LEASED	NONE
A494	PROBATION-VAN NUYS JUVENILE SERVICES ANNEX	7100 VAN NUYS BLVD, VAN NUYS 91405	4,460	4,142	LEASED	NONE
A491	PROBATION-VAN NUYS AREA JUVENILE SERVICES	14540 HAYNES ST, VAN NUYS 91411	13,500	11,475	LEASED	NONE
5273	VAN NUYS COUNTY ADMINISTRATIVE CENTER BLDG	14340 W SYLVAN ST, VAN NUYS 91401	9,849	6,087	OWNED	NONE
4400	VAN NUYS COURTHOUSE - WEST	14400 ERWIN ST MALL, VAN NUYS 91401	320,391	172,053	FINANCED	NONE
4705	PROBATION-EAST SAN FERNANDO VALLEY AREA OFFIC	14414 W DELANO ST, VAN NUYS 91401	15,825	8,362	OWNED	NONE
A565	APD - VAN NUYS OFFICE	14553 DELANO ST, VAN NUYS 91401	3,878	3,684	LEASED	NONE
Y476	VAN NUYS COURTHOUSE-BUILDING E	6280 SYLMAR AVE MALL, VAN NUYS 91401	3,373	1,987	OWNED	NONE
X368	PH-SUN VALLEY HEALTH CENTER	7223 N FAIR AVE, SUN VALLEY 91352	10,659	10,245	JPA	NONE
A641	DPSS - GROW OFFICE	9188 GLENOAKS BLVD, SUN VALLEY 91352	24,780	23,541	LEASED	NONE
A377	DPSS-EAST SAN FERNANDO GAIN REGION VII OFFICE	3307 N GLENOAKS BLVD, BURBANK 91504	35,772	32,195	LEASED	NONE
X014	PH-BURBANK PUBLIC HEALTH CENTER	1101 W MAGNOLIA BLVD, BURBANK 91502	5,864	3,640	OWNED	NONE
A501	DCSS-BURBANK ADULT PROTECTIVE SERVICES REG I	2501 W BURBANK BLVD, BURBANK 91502	5,702	5,132	LEASED	NONE
3599	BURBANK COURTHOUSE	300 E OLIVE AVE, BURBANK 91502	66,697	48,924	FINANCED	NONE
A481	DPSS-GLENDALE FAMILY SERVICE CENTER	4680 SAN FERNANDO RD, GLENDALE 91204	80,000	70,420	LEASED	NONE
4295	PH-GLENDALE PUBLIC HEALTH CENTER	501 N GLENDALE AVE, GLENDALE 91206	15,217	8,043	OWNED	NONE
A215	ALT PUBLIC DEFENDER-PASADENA OFFICE	221 E WALNUT ST, PASADENA 91101	3,200	2,960	LEASED	NONE
5397	PASADENA COURTHOUSE	300 E WALNUT ST, PASADENA 91101	228,638	126,899	OWNED	NONE
A426	DCFS-PASADENA (SPA 3)	532 E COLORADO BLVD, PASADENA 91101	75,235	70,721	LEASED	NONE
F359	PW FLOOD-EATON YARD OFFICE	2986 E NEW YORK DR, PASADENA 91104	4,130	3,717	OWNED	NONE
D465	DPSS-PASADENA AP DISTRICT OFFICE	955 N LAKE AVE, PASADENA 91104	36,224	25,372	OWNED	NONE
0229	AG COMM/WTS & MEAS HQ/ PROBATION SPECIAL SVCS	12300 LOWER AZUSA RD, ARCADIA 91006	35,878	32,290	OWNED	NONE
A585	DMH-ARCADIA WELLNESS CENTER	301 E FOOTHILL BLVD, ARCADIA 91006	5,793	5,503	LEASED	NONE
A060	PUBLIC LIBRARY-LIVE OAK LIBRARY	4153 E LIVE OAK AVE, ARCADIA 91006	2,891	2,170	LEASED	NONE
4095	REGIONAL FACILITIES CONSTRUCTION DIVISION	1703 S MOUNTAIN AVE, MONROVIA 91016	2,183	1,666	OWNED	NONE
A645	MENTAL HEALTH-ADULT SYSTEMS OF CARE	2620 S CALIFORNIA AVE, MONROVIA 91016	4,500	4,275	LEASED	NONE
3240	MONROVIA COURTHOUSE	300 W MAPLE AVE, MONROVIA 91016	13,802	9,680	STATE	NONE
3562	PH-MONROVIA PUBLIC HEALTH CENTER	330 W MAPLE AVE, MONROVIA 91016	7,786	4,970	OWNED	NONE
A539	MENTAL HEALTH-COURT PROGRAM OFFICES	1499 HUNTINGTON DR, SOUTH PASADENA 91030	4,210	4,000	LEASED	NONE
A469	THE ALHAMBRA COMPLEX - WEST TOWER	1000 S FREMONT AVE, ALHAMBRA 91803	17,107	15,206	LEASED	NONE
A471	THE ALHAMBRA COMPLEX - EAST TOWER	1000 S FREMONT AVE, ALHAMBRA 91803	31,458	27,211	LEASED	NONE
A471	THE ALHAMBRA COMPLEX - EAST TOWER	1000 S FREMONT AVE, ALHAMBRA 91803	15,481	12,201	LEASED	NONE
A471	THE ALHAMBRA COMPLEX - EAST TOWER	1000 S FREMONT AVE, ALHAMBRA 91803	31,299	27,073	LEASED	NONE
A471	THE ALHAMBRA COMPLEX - EAST TOWER	1000 S FREMONT AVE, ALHAMBRA 91803	31,299	27,073	LEASED	NONE
A471	THE ALHAMBRA COMPLEX - EAST TOWER	1000 S FREMONT AVE, ALHAMBRA 91803	31,304	27,078	LEASED	NONE
A471	THE ALHAMBRA COMPLEX - EAST TOWER	1000 S FREMONT AVE, ALHAMBRA 91803	22,002	18,288	LEASED	NONE
A471	THE ALHAMBRA COMPLEX - EAST TOWER	1000 S FREMONT AVE, ALHAMBRA 91803	31,299	27,073	LEASED	NONE
A473	ALHAMBRA COMPLEX	1000 S FREMONT AVE, ALHAMBRA 91803	3,774	3,265	LEASED	NONE
0901	(FORMER) DHS-ALHAMBRA HEALTH CENTER	612 W SHORB ST, ALHAMBRA 91803	25,344	14,292	FINANCED	NONE
0122	THOMAS A TIDEMANSON BUILDING-ANNEX BUILDING	900 S FREMONT AVE, ALHAMBRA 91803	43,500	36,975	FINANCED	NONE
X900	THOMAS A TIDEMANSON PUBLIC WORKS BUILDING	900 S FREMONT AVE, ALHAMBRA 91803	536,168	363,876	FINANCED	NONE
5883	ALHAMBRA COURTHOUSE	150 W COMMONWEALTH AVE, ALHAMBRA 91801	111,727	65,494	FINANCED	NONE
A450	APD - ALHAMBRA OFFICE	1611 S GARFIELD AVE, ALHAMBRA 91801	3,000	2,850	LEASED	NONE
X327	PROBATION-CENTRAL TRANSCRIBING OFFICE	200 W WOODWARD AVE, ALHAMBRA 91801	11,273	7,360	OWNED	NONE
5460	PUBLIC LIBRARY-SAN GABRIEL LIBRARY	500 S DEL MAR AVE, SAN GABRIEL 91776	13,718	11,190	OWNED	NONE
5329	PUBLIC LIBRARY-ROSEMEAD LIBRARY	8800 VALLEY BLVD, ROSEMEAD 91770	29,860	23,394	OWNED	NONE
5200	PUBLIC LIBRARY-TEMPLE CITY LIBRARY	5939 GOLDEN WEST AVE, TEMPLE CITY 91780	12,182	11,157	OWNED	NONE

FACILITY LOCATION POLICY ANALYSIS

Proposed lease renewal: Seven-year lease amendment for the Department of Community and Senior Services – 2501 West Burbank Boulevard, Burbank – 5th District. There is a County cancellation right after four years.

A. Establish Service Function Category – Regional and local public service function.

B. Determination of the Service Area –The proposed lease renewal will allow DCSS to continue to provide a comprehensive Adult Protective Services office centrally located to this specific service area.

C. Apply Location Selection Criteria to Service Area Data

- Need for proximity to service area and population: DCSS programs are most effective when located in the same geographic area as their consumers, providers and stakeholders. This location meets the service area criteria and remains in the desired area.
- Need for proximity to existing County facilities: It is DCSS's desire to collaborate with County Department partners, such as the Departments of Public Social Services and Children and Family Services whenever possible. The subject facility is located within five miles of offices housing Departments of Mental Health, Public Social Services, Children and Family Services, and Sheriff's Department.
- Need for proximity to Los Angeles Civic Center: N/A
- Economic Development Potential: N/A
- Proximity to public transportation: The location is adequately served by local transit services.
- Availability of affordable housing for County employees: The surrounding area provides for affordable housing and rental opportunities.
- Use of historic buildings: N/A
- Availability and compatibility of existing buildings: There are no existing County buildings available to meet the Department's service needs.

- Compatibility with local land use plans: The Department of Public Works inspected the facility and found it suitable for County occupancy. Notification letters have been sent pursuant to Government Code Sections 25351 and 65402.
- Estimated acquisition/construction and ongoing operational costs: The initial maximum annual rent is \$123,163. Rental costs are 95 percent funded by State and federal funding and 5 percent net County cost.

D. Analyze results and identify location alternatives

Based upon the space and service needs of DCSS, staff surveyed the immediate area to determine the availability of comparable and more economical site alternatives.

Based on a survey of the area, staff established the annual rental range for similar office space is up to \$34 per square foot on a full-service gross basis, excluding parking. Therefore, the proposed annual rent of \$21.60 on a full-service gross basis, including parking, is within market range for the area and supports the lease renewal at this location.

E. Determine benefits and drawbacks of each alternative based upon functional needs, service area, cost and other Location Selection Criteria

The renewal of the subject lease amendment for DCSS will provide adequate office space for its employees and efficient space for on-site service to clients, which is consistent with the County's Facility Location Policy adopted by the Board of Supervisors on July 24, 2012. The cost of comparable sites was higher per square foot and the sites would require tenant improvements that would drive the rent up further.

**AMENDMENT NO. 3 TO LEASE NO. 72592
2501 WEST BURBANK BOULEVARD, BURBANK**

THIS AMENDMENT NO. 3 ("Amendment") TO LEASE NO. 72592 is made, entered and dated as of this 4th day of August, 2015 by and between BURBANK COMMERCIAL PROPERTIES, a California limited partnership, hereinafter referred to as "LESSOR" and the COUNTY OF LOS ANGELES, a body corporate and politic, hereinafter referred to as "LESSEE".

RECITALS

WHEREAS, a Lease and Agreement ("Lease") was executed by and between Burbank Commercial Properties as Lessor, and the County of Los Angeles as Lessee, on February 1, 2000, whereby Lessor leased to Lessee those certain premises containing approximately 5,702 rentable square feet of office space in a building located at 2501 West Burbank Boulevard, Burbank, for a term of five years, and;

WHEREAS, Lessor and Lessee extended the Lease Term by amending the Lease under Amendment No. 1 to Lease No. 72592 on May 10, 2005, and Amendment No. 2 to Lease No. 72592 on July 20th, 2010, respectively;

WHEREAS, Lessor and Lessee further desire to extend the Lease Term and amend the Lease pursuant to this Amendment No. 3 to Lease 72592 ("Amendment No. 3"), and;

WHEREAS, the terms of this Amendment No. 3 to Lease No. 72592 shall not become effective until such time that said Amendment is executed by all parties herein;

NOW, THEREFORE, in consideration of the foregoing recitals, mutual covenants, promises, and conditions contained hereinafter, the parties hereby agree, effective upon approval of this Amendment No. 3 by the Board of Supervisors, to amend Lease No. 72592 as follows:

1. **TERM:** Effective upon execution of this Amendment No. 3 by the parties hereto, Paragraph 2.A, ORIGINAL TERM, is amended by the addition of the following:

The Third Extended Term of this Lease shall be seven (7) years commencing upon approval of Amendment No. 3 by the Lessee's Board of Supervisors and ending seven (7) years thereafter, unless otherwise extended or renewed, or terminated earlier in accordance with the conditions and provisions contained in the Lease or in the subsequent amendments executed in writing between Lessor and Lessee.

2. **RENT:** Effective upon execution of this Amendment by the parties hereto, and for the remainder of the Third Extended Term but not retroactively, Paragraph 3, RENT, is hereby deleted in its entirety and the following is substituted therefor:

The Lessee hereby agrees to pay as rent for the Premises during the Third Extended Term, the sum of Ten thousand two hundred sixty-three and 60/100 dollars (\$10,263.60) per month, i.e., \$1.80 per rentable square foot per month, payable in advance by Auditor's General Warrant. Rental payments shall be payable within fifteen days after the first day of each and every month of the term hereof provided Lessor has caused a claim therefore for each such month to be filed with the Auditor of the County of Los Angeles prior to the first day of each month.

3. **CANCELLATION:** Effective upon execution of this Amendment No. 3 by the parties herein, Paragraph 5, CANCELLATION, is hereby deleted in its entirety and the following is substituted therefor:

Lessee shall have the right to cancel this Lease at, or any time after, four years from the commencement of the Third Extended Term pursuant to this Amendment, by providing the Lessor at least one-hundred twenty (120) days prior written notice by Chief Executive Office letter.

5. **PARKING:** Effective upon execution of this Amendment by the parties herein, Paragraph 20, PARKING, is hereby amended by replacing the term "Second Extended Term" wherever it appears with "Third Extended Term".

Notwithstanding anything to the contrary, all other terms and conditions contained in Lease No. 72592 shall remain unchanged and are hereby reaffirmed.

IN WITNESS WHEREOF, Lessor has executed this Amendment No. 3 to Lease No. 72592 or caused it to be duly executed, and the County of Los Angeles, by the order of its Board of Supervisors, has caused this Amendment No. 3 to Lease No. 75952 to be executed on its behalf by the Mayor of said Board and attested by the Clerk thereof the day, month, and year first above written.

LESSOR:

BURBANK COMMERCIAL PROPERTIES, A
CALIFORNIA LIMITED PARTNERSHIP by
FIRST STREET CAPITAL CORP., its
GENERAL PARTNER



By Charles B. Cusumano
Name: CHARLES B Cusumano
Title: U. P.

ATTEST:

PATRICK OGAWA
Acting Executive Officer-Clerk
of the Board of Supervisors

By Lachelle Smithman
Deputy

APPROVED AS TO FORM:
MARY C. WICKHAM
Interim County Counsel

By [Signature]
Deputy

LESSEE:

COUNTY OF LOS ANGELES

By Mike Antonovich
Mayor, Board of Supervisors
I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made.

PATRICK OGAWA
Acting Executive Officer
Clerk of the Board of Supervisors

By Lachelle Smithman
Deputy

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

Patrick Ogawa
PATRICK OGAWA
ACTING EXECUTIVE OFFICER